



# JAB & GAB

The Wyoming Vaccines For Children Newsletter

## Vaccine Updates

### Meningococcal Conjugate Vaccine (MCV4)

MCV4 is manufactured by Sanofi Pasteur as "Menactra," will be made available for ordering January 1, 2005 by the Wyoming Vaccines For Children Program. Please expect the following in your **January newsletter** (mailed in December):

1. Modified order form (Please remember, WVFC cannot accept outdated order forms.)
2. MCV4 VIS
3. Menactra training conducted by Sanofi Pasteur (check calendar for date/time).



## Temperature Indicators

Your order has been packed to help ensure that the integrity and quality of the vaccines are not compromised. A temperature indicator has been included to assist you in determining vaccine viability upon arrival at your office. The temperature indicator will become activated if the vaccines are exposed to extreme temperatures for a prolonged period. Therefore, if 1) your shipment temperature indicator has been activated (shows any color), or 2) you notice any discoloration or other deterioration of the vaccine, whether or not the temperature indicator has been activated, do the following:

1. Do not administer vaccine
2. Place "Do Not Use" sign on vaccine.
3. Store vaccine at proper temperature in the refrigerator/freezer.

4. Call the Immunizations Program at 307-777-7952.
5. Document actions taken on the Vaccine Arrival Report.

### Interpreting Heat Indicator (Model 986D)

1. If you see blue in the 1<sup>st</sup> window: All vaccines are viable.
2. If you see blue in the 2<sup>nd</sup> window:
  - o MMR vaccine is NOT viable, AND
  - o All other vaccines are viable.
3. If you see blue in the 3<sup>rd</sup> window or above:
  - o Contact GIV at 800-475-6475 or the VFC program for instructions on the viability of the vaccines.
  - o **DO NOT** discard your vaccines even if you see blue in windows 3, 4, or 5.
4. *Please refrigerate vaccines until viability can be determined.*

## Wyoming Department of Health

Volume 1, Issue 2

December, 2005

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## **FLU PREVENTION: HOW TO DO IT!**

*CDC says "Frequent hand washing is one of the best ways to prevent the spread of infectious diseases." Get into the habit today!*

### **Who should wash their hands?**

- EVERYONE! Anyone who comes into contact with others should wash their hands frequently.

### **Why should we wash our hands frequently?**

- Many outbreaks of foodborne illness are traced to unwashed or poorly washed hands.
- Most colds are caught and spread through germs on our hands, NOT from sneezing or coughing.
- The germs that cause the Flu, SARS, Hepatitis A and many kinds of diarrhea can be spread by our hands.
- If these germs are on your hands, merely touching your mouth or nose to eat, sneeze or cough can make you sick. The surfaces you touch with dirty hands may make others sick too.

### **When should we wash our hands?**

- |                                                            |                                                         |
|------------------------------------------------------------|---------------------------------------------------------|
| ➤ Before you touch or serve food                           | ➤ After you go to the bathroom                          |
| ➤ Before you eat or drink                                  | ➤ After you change a diaper                             |
| ➤ Before you put in or take out contact lenses             | ➤ After you cough, sneeze or blow your nose             |
| ➤ Before you treat or touch a cut, scrape, burn or blister | ➤ After you handle uncooked food                        |
| ➤ Before you take care of someone who is sick              | ➤ After you handle garbage                              |
|                                                            | ➤ After you touch an animal                             |
|                                                            | ➤ After you take care of someone who is sick or injured |

### **What is the correct hand washing technique?**

- Wet your hands with WARM, running water.
- Add soap and rub hands together, front and back, between fingers and under nails for about 20 seconds.
- Rinse hands while pointing fingers down, so the soap runs off your hands into the sink.
- Dry hands with a clean paper towel.
- Turn the water off with the paper towel and use it to open the bathroom door, if necessary.

### **Where should we wash our hands?**

- Anywhere there is running water. Even without soap, rinsing your hands and rubbing them with a paper towel helps to rid them of germs.
- If there are no facilities present, use hand sanitizer often. These small bottles can fit almost anywhere (desk drawer, purse, glove compartment, etc.). If facilities with running water are not available, these are an acceptable, short-term substitute.

**DON'T GET CAUGHT DIRTY-HANDED!**

**COMMIT TO YOUR HEALTH AND THE HEALTH OF THOSE AROUND YOU!**



## School Nurse

The Wyoming Immunization Program is very excited to have 128 Wyoming school nurses using the Wyoming Immunization Registry (WyIR) for read access of children's immunization records. The next phase is to provide school nurses with WyIR write access. Write access will allow school nurses to add additional immunization records and populate each child's record with associated grade, school, and district.

This will decrease the time spent searching for records and conducting annual mandatory state audits.

There are two methods for implementing WyIR write access. The first method is to enter each child's information manually in WyIR AND your school's record keeping system (sassy; powerschool). However, this method is more labor intensive than Method 2. Method 2 creates a bridge between your current record keeping system and the WyIR. This bridge will allow your system to "talk" with the WyIR system. With the second method, school nurses will enter children's data only once into their current record keeping system and the school's system will then "talk" with the WyIR.

The Wyoming Immunization Program has contracted with Scientific Technology Company (STC) to analyze the electronic record keeping systems of each school district who is enrolled as a WyIR user for compatibility. Over the next few months STC will be contacting the IT departments of each school district for this information.

Currently, the Immunization program is selecting a county to pilot the WyIR write access program before it is made available to all school districts. We hope to have the selected county fully trained and operational by August 2006. Based on the pilot site outcome, it is our intention to implement the WyIR read access to all schools that would like to participate. For those that do not participate in the WyIR, they will be required to complete a self-assessment and may have an onsite audit for the 2006-07 school year. *Those that are WyIR users will have all audits done through the WyIR.*

**Reminder:** Due to WyIR read access implementation, all school self-assessments and audits have been postponed until the 2006-07 school year. Please contact Katelyn Wells-Fahling with any non-technical WyIR questions. Please contact Andy Yocum for WyIR technical



## Non-Compliance Memos

Hard copies of non-compliance memos will no longer be sent through regular mail. If we have not received appropriate/correct paperwork, WVFC will make two contacts with providers to assist them in completing the reports and forms. WVFC will:

1. Fax a non-compliance memo.
2. If correct paperwork is not submitted, WVFC will make a personal telephone call.
3. If the reports/forms are still not submitted after the two contacts, we will hold all paperwork, including orders, until all correct reports/forms are received.

Maintaining accurate files will help WVFC stay in-compliance with federal law. All Immunization Program Staff appreciate the efforts of our providers as we shift into our new policies and procedures.

## Flu Ha'Choo!

- The CDC has published final versions of the Inactivated Influenza Vaccine and Live Intranasal Influenza Vaccine VIS. You may obtain copies of the final version at our website.
- Enclosed is a flu prevention poster for maintaining clean hands.



## Corrections

### Newsletter Volume 1, Issue 1:

*What's the Difference: VFC & EqualityCare (Medicaid):*

In this section, it was incorrectly stated that Wyoming received \$300,000,000 for VFC vaccine. The correct amount is \$3,000,000 (three million dollars).

*Why Does WVFC Need Them?: New Policies &*

*Procedures:* In this section, paragraph one, sentence two should read:

It was determined that WVFC can no longer provide vaccine to insured children, unless they *are determined to be underinsured according to federal law, in which case they will be eligible to receive VFC vaccine* from a rural health clinic (RHC) or federally qualified health center (FQHC).

# Relevant Contacts

## Karoleigh Cassel

Administrative Assistant

307-777-7621

kcasse@state.wy.us

Contact for the following:

- To request or verify receipt of the following forms:
  - \* Doses Administered Reports
  - \* Inventory Reports
  - \* Temperature Logs
  - \* Vaccine Arrival Reports
  - \* VFC Enrollment Packets
  - \* VFC Provider Agreements
  - \* Policy & Procedures Packet
  - \* Literature/material orders
  - \* Registry enrollment packet for school nurse
  - \* Flu marketing materials
  - \* Flu clinic website registration forms
- To be transferred to the appropriate VFC staff member

## Brenda Warburton-Smith

Vaccine Coordinator

307-777-7481

bwarbu1@state.wy.us

Contact for the following:

- Vaccine order form request
- Receipt of vaccine orders
- Anticipated vaccine shipment date
- Vaccine currently available
- VFC policies and procedures, including:
  - \* Expired/compromised vaccine
  - \* Vaccine returns/transfers
  - \* Refrigerator/freezer temperature instability

## Andrew Yocum

WyIR Technical Coordinator/Trainer

307-777-8691

ayocum@state.wy.us

Contact for the following:

- WyIR technical questions
- WyIR training questions

## Cie Daniels, LPN

Southern WY Outreach Specialist

307-777-6803/307-214-6709 cell

307-777-3615 fax

cdanie@state.wy.us

Contact for the following:

- VFC assessment compliance
- Vaccine refrigeration procedures
- Immunization questions and education

Communities Served:

Baggs	Lyman
Big Piney	Medicine Bow
Cheyenne	Rawlins
Douglas	Rock Springs
Evanston	Pine Bluffs
Glenrock	Pinedale
Green River	Saratoga
Kemmerer	Torrington
Lusk	Wheatland

## Danielle J. Hunt, M.Ed.

Vaccines For Children Coordinator

307-777-7466

dhunt2@state.wy.us

Contact for the following:

- VFC policies and procedures, including:
  - \* Doses administered and inventory report requirements by provider type
  - \* VFC eligibility requirements
  - \* VFC vs. private stock use
  - \* New forms policy
  - \* Withdrawal from VFC Program
- Non-compliance memos
- VFC provider recruitment/enrollment
- Flu allocations
- Jab & Gab Newsletter
- Teleconferences
- Questions from the public (parents, school nurses, etc.)

## Gary Melinkovich, M.D., MPH

WDH Medical Advisor

307-777-7751

gmelin@state.wy.us

Contact for the following:

- Clinical questions, including vaccine dosing

## Joanna Briggs, RN, C

Northern WY Outreach Specialist

307-673-8930/307-214-7905 cell

307-673-5368 fax

jbrigg@state.wy.us

Contact for the following:

- VFC assessment compliance
- Storage and handling procedures
- Immunization questions and education

Communities Served:

Afton	Lovell
Alpine	Moorcroft
Arapahoe	Newcastle
Basin	Powell
Buffalo	Riverton
Casper	Sheridan
Cody	Sundance
Fort Washakie	Thayne
Gillette	Thermopolis
Greybull	Worland
Jackson	Wright
Lander	

## Katelyn Wells-Fahling, M.S.

Immunization Program Manager

307-777-6001

kfahli@state.wy.us

Contact for the following:

- Universal State questions
- WyIR non-technical questions
- Program & staff complaints

## Robin Munis

EqualityCare Practitioner Services Manager

307-777-7257

rmunis@state.wy.us

Contact for the following:

- EqualityCare (Medicaid) billing questions
- CPT Coding

# December 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Orders due</i>	2 Doses Administered & Inventory Reports & Temperature Logs due	3
4	5	6	7 Sanofi Coding Seminar: 12:00pm	8 CDC Webcast: Surveillance of Vac. Prev. Diseases	9 Last day to order this year! Need to have order in by 5pm	10
11	12	13	14	15	16	17
18	19	20	21 No Shipping	22	23	24
25 Christmas	26 Christmas Holiday Break	27	28 No Shipping	29	30	31

## Schedule of Events

- ☺ **December 1** — Fax VFC order by 5:00 pm: *Be sure your DECEMBER paperwork is also submitted and complete!*
- ☺ **December 2** — Doses Administered & Inventory Reports due
- ☺ **December 7** — Sanofi Pasteur Coding Seminar: 12:00–1:30
- ☺ **December 8** — Fax VFC order by 5:00 pm
- ☺ **December 8** — CDC Webcast: Surveillance of Vaccine Preventable Diseases
- ☺ **December 9** — Fax VFC order by 5:00pm. *This is the last day to order until January 3, 2006!*
- ☺ **December 21** — No Shipping
- ☺ **December 26** — Christmas Holiday
- ☺ **December 28** — No Shipping
- ☺ *Remember, you can only place one order per month!*

## Trainings

### ***Surveillance of Vaccine-Preventable Diseases by CDC***

- Thursday, December 8, 2005
- 10:00am to 1:30pm MT (12:00pm to 3:30pm ET)
- For information & registration [www.cdc.gov/phtnonline](http://www.cdc.gov/phtnonline)
- Continuing Education Credits available upon request
- WY Satellite Sites: Lincoln Co. Public Health (Kemmerer); Uinta Co. Public Health (Evanston)

### ***Coding Teleconference by Sanofi Pasteur***

- Wednesday, December 7, 2005; 12:00pm to 1:30pm MT
- Toll-free: 877-468-2134, Participant Code #386645
- Seminar Speaker: Donnelle Holle, RN, Professional Services Billing Manager, University of Michigan Health Systems, Department of Pediatrics.

This seminar will provide information on:

- Coding for pediatric vaccines (CPT; administration; ICD-9)
- Vaccine specific codes
- Consultation codes
- Pediatric treatment coding
- Do's and don'ts of filing claims with payers
- Resources to access additional information

## Continued Enrollment

The current WVFC enrollment period is from October 1, 2005 to December 31, 2005. Due to the many recent changes in the WVFC Program, and the significant number of signatures required in some clinics, the WVFC Program will NOT be sending out a new provider enrollment packet.

Instead, WVFC will be sending out a letter with attachments explaining the few minor changes/additions to our policies and procedures. To indicate acknowledgement and acceptance of these changes/additions, the primary physician must sign on behalf of all people within her/his clinic, which will indicate that all appropriate staff have been trained on the changes/additions. Please expect these letters in December.





# WVFC Eligibility: Who Gets What?

Due to the CDC audit that resulted in policy changes in the Wyoming Vaccines For Children (WVFC) Program, WDH is required to have a dual tracking system for the administration of VFC vaccine. A dual tracking system is necessary since the vaccine is being purchased from two separate federally funded budgets. The WVFC Program receives **VFC Vaccine REGULAR** funds and **VFC Vaccine DISCRETIONARY** funds as our annual grant award.

## What are VFC REGULAR Funds used for?

VFC REGULAR funds are **ONLY** to be used for children who qualify as VFC eligible based on the following criteria, as stated in federal regulations:

- Children who are Medicaid enrolled, or
- Children with no insurance, or
- Children who are Native American or Alaskan Native, or
- Children who are underinsured **AND** receive their vaccinations **ONLY** from a Rural Health Center (RHC) or Federally Qualified Health Center (FQHC)

## What are VFC Vaccine DISCRETIONARY Funds used for?

**VFC vaccine DISCRETIONARY** funds are annual federal grant dollars provided to the states and are used at the discretion of the state for vaccine only. WDH has chosen to use our **VFC Vaccine DISCRETIONARY** funds to allow private physicians to administer vaccine to UNDERINSURED children. Since there are only a few RHCs and FQHCs in the state where UNDERINSURED children can receive free VFC vaccine, WDH wanted to increase the availability of free vaccine throughout the state by offering it at private physicians' offices. This will allow children to remain in their medical homes and decrease travel for parents.

## What does this mean for private physicians'?

Since WDH purchases vaccine with two different budgets, we must require private physicians to track the administration of vaccine to their UNDERINSURED children separately. This is why private physicians have been provided with two Refrigerator Tally Worksheets and two Doses Administered Reports. Based on the information submitted on both the Doses Administered Reports and the Inventory Report, WVFC charges the appropriate budget for each vaccine. It is very important that we track this correctly. *Since Wyoming is the only state using Vaccine Discretionary funds to such great extent, and since we have recently had audit findings against us, we must be very diligent to ensure that VFC Vaccine REGULAR funds are not being used to vaccinate UNDERINSURED children.*

## Does this impact private physicians' office policy?

Yes. While WDH can determine the criteria for the WVFC Program, it is not within our rights to determine your office policy. Consequently, each private physician will need to determine their own office policy regarding whether they will require patients to know their insurance coverage prior to their appointment. Please see the section below for more detail.

## Does WVFC have any tools to help private physicians determine WVFC eligibility?

Yes. The WVFC Program is developing eligibility flow charts to assist providers. If you would like to serve as a pilot site for the flow charts, please contact Danielle Hunt. We would like two of each facility type: private physicians, RHCs/FQHCs, and PHN offices.

# Determining WVFC Eligibility: Impact of internal office policy

While WVFC and its providers must follow federal VFC regulations, WVFC cannot determine your internal office policy. This means that each WVFC provider must choose an internal office policy that explains HOW your office will determine WVFC eligibility. Here are the two options:

1. My office **REQUIRES** patients to know their immunization insurance coverage **PRIOR** to vaccine administration. If they do not, my staff will:
  - a. Contact the insurance company for the patient, OR
  - b. Provide telephone access so the patient may contact their insurance company, OR
  - c. Administer private stock vaccine, AND
  - d. Bill the insurance company (if the claim is denied, the patient is liable for all costs associated with the vaccines, including well-child visit, administration fee, and vaccine costs).

2. My office **DOES NOT** require patients to know their immunization insurance coverage prior to vaccine administration. If they do not, my staff will:
  - a. Contact the insurance company for the patient, OR
  - b. Provide telephone access so the patient may contact their insurance company, OR
  - c. Administer private stock vaccine, AND
  - d. Bill the insurance company (if the claim is denied, my staff will move WVFC vaccine into our private stock and log the vaccine as WVFC Underinsured).

Based on which policy your office uses, the administration and tracking procedures for UNDERINSURED children will differ. When you call in to the WVFC office for eligibility, policy, or procedural questions, please identify your internal office policy. This will assist WVFC staff in providing you with the appropriate answers.

A decorative border consisting of a series of black arrows pointing diagonally upwards and to the right, arranged in a circular pattern around the central text.

# **CODING TELECONFERENCE**

*HOSTED BY SANOFI PASTEUR*

**Wednesday, December 7, 2005**  
**12:00pm to 1:30pm MT**

**Toll-free: 877-468-2134**  
**Participant Code #386645**

**Presented by**  
**Donnelle Holle, RN**  
**Professional Services Billing Manager**  
University of Michigan Health Systems  
Department of Pediatrics  
Anne Arbor, Michigan

**Topics:**

- Coding for pediatric vaccines (CPT; administration; ICD-9)
- Vaccine specific codes
- Consultation codes
- Pediatric treatment coding
- Do's and don'ts of filing claims with payers
- Resources to access additional information



## Wyoming Department of Health

Vaccines For Children Program  
Immunization Program  
4020 House Avenue, Room 301  
Cheyenne, WY 82002

307.777.7621

Fax: 307.777.3615

## Ordering

- HepB-2 dose must be ordered by PHONE with Brenda at 307-777-7481.
- Orders need to be received by the Immunization Program by Thursdays at 5:00pm for earliest shipment.
- Please verify that your Doses Administered Report, Inventory Report, and Temperature Logs have been received by this office PRIOR to submitting your order. Orders submitted with incomplete paperwork cannot be processed.
- There has been some confusion regarding the "shipping invoices" or "order confirmations." These documents are mailed by the Immunization Program and are usually delivered to you before your order arrives. Please disregard the shipping date on these documents. This date is actually the date the order was sent to the distributor.
- The Immunization Program does not typically receive the shipping date until after you have received your order.

## Holiday Shipping

- **Please note that all orders to be shipped before the end of the year must arrive at the Immunization Program office by Friday, December 9, 2005 at 5:00pm.**
  - Please verify that your Doses Administered Report, Inventory Report, and Temperature Logs have been received by this office PRIOR to submitting your order. Orders submitted with incomplete paperwork cannot be processed.
  - Regular shipping will resume January 3, 2006.
  - Orders submitted after December 9, 2005 will be forwarded to the distributor and will ship within the first two weeks of January, 2006.
-